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76-5498

NOV 1976

76-10284

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

VIA : Deputy Director for Administration

5 NOV 1976

STATINTL

SUBJECT : Nomination of [REDACTED] for
the Financial Management Improvement
Award

REFERENCE : Memo for Heads of Executive Departments and
Establishments, and Public Interest Groups,
from Director, OMB, dtd 13 Oct 76 (attached)

STATINTL

1. Action Requested: That you sign the attached letter to Mr. Donald Kull, Executive Director, Joint Financial Management Improvement Program, nominating [REDACTED] for the Financial Management Improvement Award.

2. Background: Referent invited the Agency to submit nominations for the Financial Management Improvement Award by 15 November 1976. This awards program recognizes exceptional achievement in financial management in Federal, State, and local governments. The Agency's only previous nominee was Mr. Thomas B. Yale, Director of Finance, who was not a winner. This year's award will be presented in February 1977.

STATINTL

3. Staff Position: Each Directorate was requested by memorandum in April 1976 to submit nominations for the 1976-77 Public Service Awards Program. The Directorate of Administration nominated [REDACTED] for the Financial Management Improvement Award and his selection was approved by Mr. Knoche on 21 July 1976. Although

STATINTL

[REDACTED] has since resigned from the Agency, he is eligible for nomination due to his employment with the Agency during fiscal year 1976 and continues to have the endorsement of the Directorate of Administration. The attached nominating document was prepared by Office of Data Processing staff members and has been reviewed and concurred in by representatives of the Cover and Commercial Staff and the Office of Security.

STATINTL

4. Recommendation: That you sign the attached letter to Mr. Kull nominating Mr. [REDACTED] for the Financial Management Improvement Award.

[REDACTED]
F. W. M. Janney

STATINTL

Atts

Distribution:

Orig - Return to D/Pers
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1 - DDCI
1 - ER
2 - DDA
1 - D/Pers
2 - C/BSD (1 w/held)

DD/A Registry
76-5498

NOV 1976

76-102861

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

STATINTL

VIA : Deputy Director for Administration

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the Financial Management Improvement
Award

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3. Staff Position: Each Directorate was requested by memorandum in April 1976 to submit nominations for the 1976-77 Public Service Awards Program. The Directorate of Administration nominated [REDACTED] for the Financial Management Improvement Award and his selection

STATINTL

STATINTL was approved by Mr. Knoche on 21 July 1976. Although [REDACTED] has since resigned from the Agency, he is eligible for nomination due to his employment with the Agency during fiscal year 1976 and continues to have the endorsement of the Directorate of Administration. The attached nominating document was prepared by Office of Data Processing staff members and has been reviewed and concurred in by representatives of the Cover and Commercial Staff and the Office of Security.

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4. Recommendation: That you sign the attached letter to Mr. Kull nominating Mr. [REDACTED] for the Financial Management Improvement Award.

F. W. M. Janney

Atts

Distribution:

Orig - Return to D/Pers

1 - DCI

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1 - D/Pers

~~2~~ - C/BSD (1 w/held)

OP/BSD/[REDACTED]:gec (2 Nov 76)

STATINTL

76-102861A

10 NOV 1976

Mr. Donald Kull
Executive Director
Joint Financial Management
Improvement Program
Suite 705
666 - 11th Street, N. W.
Washington, D. C. 20001

Dear Mr. Kull:

STATINTL

In reply to Mr. Lynn's memorandum of 13 October 1976, I am pleased to nominate [REDACTED] a former employee of this Agency, for the Financial Management Improvement Award.

STATINTL

[REDACTED] was the data processing project manager responsible for the design, development and continued evolution of our Financial Resources System. This is a computer based budgeting and financial resources reporting system which has become an integral part of this Agency's financial management. Personnel from other government agencies who have seen this system in operation agree that it is one of the most advanced and versatile financial management systems in the Federal Government. Some of these agencies, including the Federal Bureau of Investigation, plan to develop similar systems to improve financial management within their organizations.

STATINTL

The proper use of data processing technology has become essential to the responsiveness and flexibility required of financial management systems today. I am pleased that this awards program gives me the opportunity to recognize the achievements of a dedicated data processing professional. I firmly believe that [REDACTED] has earned the recognition afforded by this award and highly recommend your favorable consideration of his nomination.

Sincerely,

/s/ George Bush

George Bush
Director

Enclosure

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[REDACTED] was responsible for the CIA Financial Resources System (FRS). The FRS is the primary computer-based system used for generating management information required for the planning and control of Agency finances. The system provides automated statistical and financial information in varying detail and arrangements for all levels of management. Its outputs are an integral part of the analysis and presentation of the Program Call, OMB Budget, and Congressional Budget. During the operating year the system relates actual operations with the operating budget to produce monthly deviation and trend information. This is an invaluable planning tool for budget officers since they can now determine very accurately how much has been spent on all programs to date and whether or not corrective actions are required. The year-end build up of funds with the inevitable rush to take appropriate actions is a thing of the past. Also, programs which over-commit early in the budget year can be identified quickly for remedial action.

STATINTL

[REDACTED] was responsible for the original technical design and implementation of the FRS. His responsibilities included:

- ° Planning the development of new requirements and modifications.
- ° Technical supervision of a team of analysts to accomplish the plans.
- ° Continual review and status reporting to all levels of Agency management.
- ° Training Agency budget and fiscal officers in the use of the system during budget exercises.
- ° Briefing other government agencies and departments on the CIA budget system.

The FRS is the key to the production of the CIA budget and all supporting exercises. The Agency owes a unique debt of gratitude to [REDACTED] for his contribution to

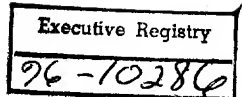
STATINTL

the improvement of the budget process. The FRS is an outstanding achievement as a financial management information system and as a creative computer data-base system.

STATINTL

██████████ is a professional computer analyst/programmer with a detailed knowledge of Agency financial affairs. The FRS is the result--a system that has revolutionized the Agency budget process and financial reporting system.

OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503



October 13, 1976

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND
ESTABLISHMENTS, AND PUBLIC INTEREST GROUPS

SUBJECT: Joint Financial Management Improvement Program--
Financial Management Improvement Award

The annual Financial Management Improvement Award will be presented at a one-day conference planned for February 1977 in Washington, D.C. This is the only award sponsored by the Federal Government that is specifically directed to excellence in financial management. The award recognizes exceptional achievement in financial management in Federal, State, and local governments.

Last year's award recipients were Terence McClary, Assistant Secretary of Defense (Comptroller), and John Dever, City Manager of Sunnyvale, California. Other recent winners include Edward W. Stepnick, Director, Health, Education and Welfare Audit Agency; Robert R. Ringwood, State Auditor of Wisconsin; Bernard B. Lynn, Director, Defense Contract Audit Agency; and Martin Ives, Deputy Comptroller, State of New York.

The awards program is administered by the Principals of the Joint Financial Management Improvement Program--the Secretary of the Treasury, the Chairman of the Civil Service Commission, the Comptroller General, and the Director of the Office of Management and Budget.

Heads of Federal departments and agencies and officials of State and local government have the opportunity to nominate employees or groups of employees whose achievements represent outstanding contributions to improved government financial management. Both career and non-career employees are eligible. An employee need not be presently employed by the agency to be nominated, but must have been employed during fiscal year 1976. In evaluation of an individual's accomplishments, special consideration should be given to achievements in fiscal year 1976. Criteria and format for nominations are set forth

- Formulation of a fully integrated program structure which provides for the systematic collection, analysis, and reporting of performance data in terms of unit costs.
- Conduct of an agency-wide analysis of cash management operations resulting in significant improvements in control, reporting and the setting of requirement levels.

FORM OF NOMINATION ● Nominations should be submitted from heads of each Federal department and independent agency or responsible officials from State and local governments. The following information should be submitted for each nomination:

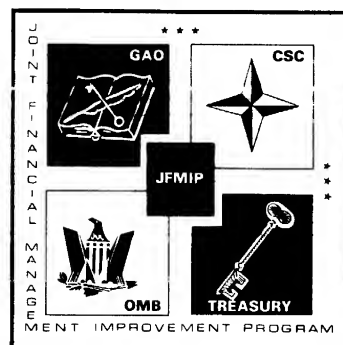
Name, title, and grade; or identification of group
Business address and telephone number
Residence address and telephone number
Chronology of Government service
Date and place of birth
Education and degrees (show names of schools)

This should be followed by a narrative description of the nominee's qualifications for the award, together with the agency or department head's personal evaluation and recommendation.

SPONSORSHIP

The Joint Financial Management Improvement Program (JFMIP) sponsors the awards and selects the recipients. The JFMIP was authorized by the Budget and Accounting Procedures Act of 1950. It is a joint and cooperative undertaking of the Office of Management and Budget, the General Accounting Office, the Treasury Department, and the Civil Service Commission, working in cooperation with each other and with each of the operating agencies. The overall objective of JFMIP is to improve and coordinate financial management policies and practices throughout the Government so that they will contribute significantly to the effective and efficient planning and operation of governmental programs.

FINANCIAL MANAGEMENT IMPROVEMENT AWARD



1976

SPONSORED BY THE JOINT FINANCIAL
MANAGEMENT IMPROVEMENT PROGRAM

FINANCIAL MANAGEMENT IMPROVEMENT AWARD

PURPOSE ● The purpose of this award is to recognize Government employees who, through the practice of effective financial management, have achieved significant economies, efficiencies and improvements in Federal, State or local governments. Financial management is that part of total management which is concerned with the financial affairs of an organization.

TYPE OF AWARD ● Awards will be made annually with appropriate ceremony and will consist of an engraved plaque.

ELIGIBILITY ● Any Federal Government employee or group of employees whose competence and leadership have resulted in notably exceptional accomplishments in the application of effective financial management is eligible to be nominated for the award. In addition, State or local government employees who have had substantial involvement in Federal activities and have made a notably outstanding contribution to financial administration are eligible for the award.

BASIS FOR SELECTION ● — For purposes of this award the broadest reasonable interpretation will be given to the term "financial management," which includes, but is not limited to, the areas of:

- Accounting
- Auditing
- Automatic Data Processing
- Budgeting
- Cash Management
- Control and Allocation of Resources
- Cost Reduction
- Financial Systems Development
- Management Analysis
- Planning
- Productivity Measurement and Improvement
- Reporting--Financial and Performance

Among the factors to be considered in evaluating nominations are the following:

1. Extent of dollar savings of the nominees' accomplishment(s).
2. Measurable improvement in financial management technology or methodology resulting from the nominees' accomplishment(s).

3. The extent of long-term or lasting benefit of the nominees' accomplishment(s).
4. The impact of the nominees' accomplishment(s) on his or her office, agency, or Government as a whole.
5. The extent to which the nominees' accomplishment(s) would have been impossible or significantly lessened without his or her direct involvement.
6. The extent to which the nominees' accomplishment(s) occurred in the past fiscal year or was a continuation or carryover from prior years.

Consideration will be given to both general and specific accomplishments:


A. GENERAL ACCOMPLISHMENTS ● include outstanding administrative or technical ability or outstanding performance evidenced by the nominee, not necessarily connected with a specific accomplishment or project.

B. SPECIFIC ACCOMPLISHMENTS ● are those for which the nominee is primarily responsible and where the results can be measured in terms of improvement in service, a substantial savings or significant technological progress. Some examples of specific accomplishments are:

- Development of a financial system which furnishes full cost support for cost-based budgeting.
- Implementation of a unified financial management information and control system which results in significant improvement in total management effectiveness.
- Providing of the overall leadership in developing and implementing a major financial management training and improvement program relating to varying levels of responsibility and designed to meet both short and long-term agency objectives.
- Establishment of a comprehensive audit system based on improved cost savings and increased audit coverage.
- Development of productivity measurement methods using existing financial management systems.
- Development of equipment or methods which lead to productivity improvement.

in the attached brochure. Nominations for these awards should be submitted not later than November 15, 1976. Six copies of each nomination in the prescribed format should be sent to:

Executive Director
Joint Financial Management
Improvement Program
666 Eleventh Street, N.W. (Suite 705)
Washington, D.C. 20001

A handwritten signature in dark ink, appearing to read "James T. Lynn", is written over a horizontal line.

James T. Lynn
Director

Attachment

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SENDER WILL CHECK CLASSIFICATION			
UNCLASSIFIED		CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Pers	21 OCT 1976	J
2	D/Pers	21 OCT 1976	J
3	DD/Pers/SP	21 OCT 1976	WJ
4	C/OSD	10/22	EE
5	Geil		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>We have named [redacted] a former employee. We have approval from DD/A to go forward with nomination. DD/Pers Inspera 10 November 1976</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

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UNCLASSIFIED CONFIDENTIAL SECRET

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	S/MC				
5	DDS&T				
6	DDI				
7	DDA				
8	DDO				
9	D/DCI/NIO				
10	GC				
11	LC				
12	IG				
13	Compt				
14	D/Pers	✓			
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19	C/IPS				
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22					
SUSPENSE		Date			

Remarks:

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration 7 D 18, Headquarters		-5
2	DDCI		HCC
3	Director of Central Intelligence 7 E 12, Headquarters	11/10/76	
5	Director of Personnel 5 E 58, Headquarters	11 NOV 1976	
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: 7. DD Pers / SP 8. C/BSD 9. Geil When the attached letter has been signed, please call office of D/Pers, x6825. We will make appropriate copies and deliver to Mr. Kull. 7.7 D/O-P. Please date orig. (10 Nov 76) Nomination is in printing now. Will be hand carried by 1B courier on Monday 15 Nov. fail ER O.K.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5 E 58, Hqs x6825			

Approved For Release 2004/07/12 : CIA-RDP84-00313R000100270003-9

TRANSMITTAL SLIP		DATE
TO: C/BS)		
ROOM NO. 5 E 56	BUILDING Hqs	
REMARKS:		
FROM: Director of Personnel		
ROOM NO. 5 E 58	BUILDING Hqs	EXTENSION 6825
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)